

DEPARTMENT OF THE ARMY
Headquarters and Headquarters Company
Joint Readiness Training Center (JRTC), Operations Group
Fort Polk, LA 71459

ATZL-JRH

27 JUN 05

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Family Care Plan (FCP) Standing Operating Procedures (SOP)

1. Reference.

- a. AR 600-8-1.
- b. AR 600-8-14.
- c. AR 600-8-101.
- d. AR 600-20.
- e. AR 600-99.
- f. AR 640-3.
- g. DA PAM 600-8.
- h. DA PAM 600-8-89-1

2. Purpose. To establish HHC, Operations Group family care plan procedures.

3. Applicability:

- a. Single pregnant soldiers.
- b. Single soldiers with 6 months or more visitation rights.
- c. Single parent soldiers.
- d. Soldiers whose spouse/dependent is incapable of self-care.
- e. Dual military couples (AC/AC or AC/RC).

4. Requirement.

- a. Company Commander.

(1) Will conduct and arrange for Family Care Plan counseling and require a completed (FCP) regardless of the soldier's rank.

(2) Ensure personnel requiring FCPs are processed IAW AR 600-20.

(3) May authorize an additional 30 days (60 days total from date of counseling) to all AC soldiers.

(4) Will recertify FCP using AAC43 FCP Counseling Report during soldier's birth month, after any change of circumstances requiring a change in family arrangements, and prior to final out processing for PCS.

(5) Will adequately test the validity and durability of the FCP, to include contacting the designated guardian (s) prior to final approval.

(6) Will counsel soldiers whenever parenthood interferes with military performance.

(7) Will flag and bar reenlistment to soldiers who fail to provide and maintain an adequate FCP.

(8) Will counsel pregnant soldiers NLT 90 days prior to expected date of delivery, approve FCP NLT 60 days prior to expected delivery date, and recertify FCP NLT 45 days following the date of birth of the child.

(9) May designate an authorized representative to conduct FCP counseling using DA Form 5304-R, initial, and sign the form on his/her behalf.

(10) Is the SOLE approving authority for DA Form 5305-R. The Commander will not delegate this responsibility.

(11) Will counsel soldiers who fail to meet the suspense utilizing DA Form 4856.

(12) Will separate uncooperative soldiers under the provisions of AR 635-200, Chapters 5,9,13,14, and /of initiate a Bar to Reenlistment.

(13) Will provide a complete FCP status report to OPS GRP S-1 NLT 1000, each Monday, or the first work day of the week.

b. Individual Soldier.

(1) Is responsible for initiating and maintaining an updated FCP on record.

(2) Recertifies FCP during birth month by initialing and dating DA Form 5305-R.

(3) Will arrange for escorts and transportation of dependent members on a short notice basis.

(4) Should request legal consultation prior to making affirmed decisions.

c. OPS GRP S-1.

(1) Identify personnel requiring FCP during in processing.

(2) Identify FCP suspense date to incoming personnel.

(3) Notify the commander of the soldiers FCP requirement and suspense day.

(4) Keep updated log of active FCPs on file.

d. Forms.

(1) DA Form 5304. The soldier and commander will initial each block in Part I and II.

(2) DA Form 5305.

(a) Part I. Soldier will initial each block, and place the date of counseling in block A.

(b) Part II. Soldiers will complete blocks A and B, indicating temporary and long term guardians. Block C is not required.

(c) Part III. Military spouse and commander will complete. Ensure block 5A and B is completed each time recertification is made.

(d) Part IV. Soldier and commander will complete. Ensure block 5A and B is completed each time recertification is made.

(3) DA Form 5840. Complete one for the temporary guardian and one for the long term guardian. Ensure the notary portion is completed.

(4) DA Form 5841. Fill in each blank space, and sign. Ensure the notary portion is completed.

(5) DD Form 2558. Complete blocks 1-11, 13 and 17.

(6) DD Form 1172. Complete at PSC. Ensure items 92-100 are completed.

(7) Letter of Instruction (Guidance to Guardian/Escort).

(8) Will.

e. Suspense.

(1) New arrival (30 days from date of arrival to the unit for duty).

(2) New born (DOB + 45 days).

(3) Change requiring recertification (date of change + 30 days).

(4) Newly acquired dependent (date the dependent became the legal dependent + 30 days).

(5) Chapter initiated (Late for the first suspense, may be extended 30 days).

5. POC is the undersigned at 531-9886/9887.

// Original Signed //
by the Commander